

Introduction

The FamilySearch Technical Services Europe (FSTS) tool can be used to add fields and data to a previously indexed record collection.

Table of Contents

Introduction ..... 1

    Sign In..... 2

    Select Project..... 2

    Select a Work Package to Index ..... 2

    Data Entry Window ..... 4

    Additional Features ..... 5

Start Indexing ..... 6

    Tips: ..... 6

    Submit a Record ..... 7

    Mark the Work Package Complete ..... 7

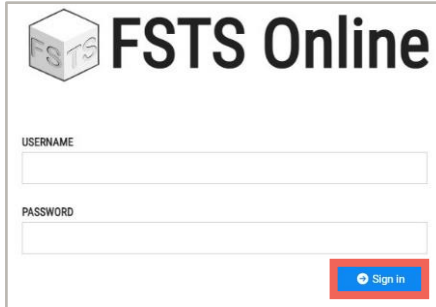
    Unassign Yourself from a Work Package or Return the Work Package ..... 7

    Stop Indexing and Keep the Work Package and Data ..... 8

Contacts ..... 8

### Sign In

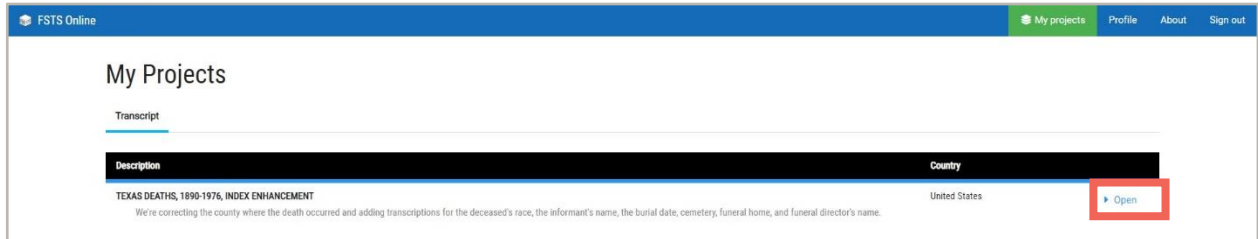
1. You must sign up for an FSTS account before you can sign in.
2. After you have an account, open FSTS and enter your **username** and **password**.
3. Click **Sign in**.
4. Add this page to your browser favorites or bookmark it.

The image shows the FSTS Online login interface. At the top left is the FSTS logo, a cube with 'FSTS' on its faces. To its right is the text 'FSTS Online' in a large, bold, black font. Below this, there are two input fields: 'USERNAME' and 'PASSWORD', each with a corresponding text box. At the bottom right of the form is a blue button with a white right-pointing arrow and the text 'Sign in'.

### Select Project

On the My Projects page, under Description, is the Texas Deaths, 1890-1976, Index Enhancement project.

On the far right of that project listing, click **Open**.

The image is a screenshot of the 'My Projects' page in the FSTS Online application. The page has a blue header bar with the FSTS Online logo on the left and navigation links 'My projects', 'Profile', 'About', and 'Sign out' on the right. The main content area is titled 'My Projects' and has a tab labeled 'Transcript'. Below the tab is a table with two columns: 'Description' and 'Country'. The first row of the table contains the text 'TEXAS DEATHS, 1890-1976, INDEX ENHANCEMENT' under the 'Description' column and 'United States' under the 'Country' column. Below the table, there is a small note: 'We're correcting the county where the death occurred and adding transcriptions for the deceased's race, the informant's name, the burial date, cemetery, funeral home, and funeral director's name.' On the far right of the table row, there is a red button with a white right-pointing arrow and the text 'Open'.

### Select a Work Package to Index

After you sign in, a list of film work packages is listed under the black bar titled **Description**.

1. Under the word **Availability**, make sure **Show Available** is selected.

The image shows the header of a table listing film work packages. The header is a black bar with white text. It has several columns: 'ID', 'Description' (with a small icon), 'Created', 'Last access', 'Availability', and a 'Clear filters' button. The 'Availability' column has a dropdown menu with 'Show available' selected. The 'Clear filters' button is on the far right.

- Available work packages are listed. You can scroll down to the bottom of the list. Choose one and click **Assign me**.

FSTS Online

My projects Profile About Sign out

Back to my projects

### Texas Deaths, 1890-1976, Index Enhancement

We're correcting the county where the death occurred and adding transcriptions for the deceased's race, the informant's name, the burial date, cemetery, funeral home, and funeral director's name.

Work packages Input default values Notes

DISPLAYING 60 OF 23114

Reload

ID	Description	Created	Last access	Availability
60f1abb17ae203afe3079227	FILM 005145627 - EASTLAND COUNTY PART 1	11/7/2022	2/1/2023	Show available
	FILM 005145627 - EL PASO COUNTY PART 4	11/7/2022		Show available
	FILM 005145627 - EL PASO COUNTY PART 5	11/7/2022		Show available
	FILM 005145627 - ELLIS COUNTY PART 1	11/7/2022		Show available

Assign me

- After you have assigned yourself projects, under **Availability**, you can select **Show Assigned Only** to view your assigned work packages only.

- To open the data entry window and start indexing, click **Open**.

FSTS Online

My projects Profile About Sign out

Back to my projects

### Texas Deaths, 1890-1976, Index Enhancement

We're correcting the county where the death occurred and adding transcriptions for the deceased's race, the informant's name, the burial date, cemetery, funeral home, and funeral director's name.

Work packages Input default values Notes

DISPLAYING 40 OF 23114

Reload

ID	Description	Created	Last access	Availability
60f1abb17ae203afe3079227	FILM 005145627 - EL PASO COUNTY PART 5	11/7/2022		Unassign me
	FILM 005145627 - ELLIS COUNTY PART 1	11/7/2022		Show available
	FILM 005145627 - ELLIS COUNTY PART 2	11/7/2022		Show available

Open

## Data Entry Window

The data entry window displays:

- The record you are indexing.
- The entry form area that contains the new fields and the previously indexed data.
- The records on the page (green area). Submitted records have the new fields populated.

To find image adjustments including ruler, magnification, and contrast icons, click here.

Enter or edit data in the Entry form (Edit) area.

#	Certificate Number	Death County	Given Names	Surname	Race	Informant's Name Prefix	Informant's Given Names	Informant's Surname	Burial Month	Burial Day	Burial Year
1	22635	El Paso	Juan	Gonzales							
2	22636	El Paso	Rice	Wright							
3	22637	El Paso	Harold	Duden							
4	22638	El Paso	Alice M.	Herbert							

Records in the work package. Selected record is highlighted in dark green.

Previously indexed data for the selected record is mixed in with the new fields in the entry form.

To open a record and load the image, in the green record data area (bottom of screen), click anywhere on the first record line.

## Additional Features

The data entry window also contains icons and buttons used to:

- Submit a completed record.
- Cancel everything you have typed in the current record.
- Toggle between full screen display and the display within the browser (default view).
- View project notes.

To zoom, scroll in and out

Full screen toggle

Project notes

Entry form ( Edit ) New

Certificate Number 22635

Death County El Paso

Given Names Juan

Surname Gonzales

Race

Informant's Name Prefix Only add if on image

Informant's Given Names

Informant's Surname

Burial Month

Submit Cancel

#	Certificate Number	Death County	Given Names	Surname	Race	Informant's Name Prefix	Informant's Given Names	Informant's Surname	Burial Month	Burial Day	Burial Year
1	22635	El Paso	Juan	Gonzales							
2	22636	El Paso	Grace	Wright							
3	22637	El Paso	Harold	Duden							
4	22638	El Paso	Alice M.	Herbert							

Numbered to help keep track of where you are in the list

Submit the record

Cancel and remove the data you've entered for the record

## FSTS Tool Instructions

To submit a completed work package, click the work package title (upper left screen), then click **Mark work package completed**.

The screenshot shows the FSTS tool interface. At the top, there is a header bar with the text "Film 005145627 - El Paso County Part 5", "Image: 1 / 15", "Entry: 1 / 15", and an "Edit mode" button. Below the header, there is a menu with three options: "Return to work packages list", "Sort entries", and "Mark work package completed". The "Mark work package completed" option is highlighted with a red box. To the right of the menu, there is a preview of a death certificate form. The form is titled "TEXAS DEPARTMENT OF HEALTH BUREAU OF VITAL STATISTICS CERTIFICATE OF DEATH". It contains fields for "STATE", "COUNTY", "CITY", "TOWN", "STREET ADDRESS", "DATE OF BIRTH", "DATE OF DEATH", "SEX", "COLOR OR RACE", "MARRIED, NEVER MARRIED, WIDOWED, DIVORCED (specify)", "BIRTHPLACE", "FATHER'S NAME", "MOTHER'S MAIDEN NAME", and "BIRTHDAY A/P". The form is filled out with data for a death certificate for Juan Gonzales, born May 29, 1952, who died on Dec. 7, 1951, at the El Paso General Hospital. The "Mark work package completed" option is highlighted with a red box.

## Start Indexing

Choose a record in the green area at the bottom of the screen. In the following example, 1 record has been indexed and submitted and shows the new data (red highlight). The remaining records have not been indexed.

When you click anywhere in a record row, it is highlighted in dark green, the record displays in the image area, and the previously indexed data and the new entry fields in the entry form are ready for data to be entered.

#	Certificate Number	Death County	Given Names	Surname	Race	Informant's Name Prefix	Informant's Given Names	Informant's Surname	Burial Month	Burial Day	Burial Year
1	22635	El Paso	Juan	Gonzales	White		Edwardo	Gonzales	May	30	1952
2	22636	El Paso	Grace	Wright							
3	22637	El Paso	Harold	Duden							
4	22638	El Paso	Alice M	Herbert							

### Tips:

- To enter data, place your cursor in the data box and type the correct information from the image.
- To change data that is already in the data box, place your cursor in the box and delete or edit as needed. To move the cursor, use the arrow keys or mouse.
- To move to the next field, press **Tab**
- To go back a field, press **Shift+Tab**.
- To enlarge the image or change the contrast, use the adjustment bar.
- To move the image in the image window, use any of the standard methods.
- To see all of the fields and data boxes, use the scroll bar in the entry form.

## Submit a Record

When you have entered and checked all of the data for the fields listed in the data entry area for the record you are working on, click **Submit**.

In a few seconds, the submitted record with completed data will be displayed in the records area (green area at the bottom of the window).

The next record is displayed and ready to index.

The screenshot shows the FSTS tool interface. At the top, there is a form for entering record details, including fields for location, date, and signatures. Below this is a table of records. The first record is highlighted in green, indicating it is the current record being worked on. The table has columns for Certificate Number, Death County, Given Names, Surname, Race, Informant's Name Prefix, Informant's Given Names, Informant's Surname, Burial Month, Burial Day, and Burial Year.

#	Certificate Number	Death County	Given Names	Surname	Race	Informant's Name Prefix	Informant's Given Names	Informant's Surname	Burial Month	Burial Day	Burial Year
1	22635	El Paso	Juan	Gonzales	White		Edwardo	Gonzales	May	30	1952
2	22636	El Paso	Grace	Wright							
3	22637	El Paso	Harold	Duden							

**Tip:** If you discover a mistake in the data after you have submitted a record, click anywhere on the record row (in the green area). The image will be displayed again with the data in the entry form. Make the correction and click **Submit** again. The record will be updated.

## Mark the Work Package Complete

When you have entered and checked all the data for every record in the work package, mark the work package complete.

Click the work package title in upper left screen, and then click **Mark work package completed**.

The screenshot shows the FSTS tool interface. At the top, there is a header bar with the title 'Film 005145627 - El Paso County Part 5' and buttons for 'Image: 1 / 15', 'Entry: 1 / 15', and 'Edit mode'. Below this is a sidebar with a list of actions: 'Return to work packages list', 'Sort entries', and 'Mark work package completed'. The 'Mark work package completed' button is highlighted with a red box. The main area shows a 'CERTIFICATE OF DEATH' form for a person named Juan Gonzales, born May 20, 1952, and died May 30, 1952.

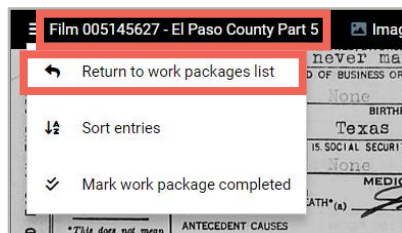
The work package will be submitted for review. You will be able to immediately select another work package.

## Unassign Yourself from a Work Package or Return the Work Package

1. Do not sign out.



- Click the work package title, and then click **Return to work packages list**.



- If you do not wish to continue with a work package assigned to you, click **Unassign me**.

DISPLAYING 40 OF 23114 Reload

ID	Description	Created	Last access	Availability	
	Filter by title			Show available	<span>×</span> Clear filters
FILM 005145627 - EL PASO COUNTY PART 5		11/7/2022		<span>Unassign me</span>	<span>Open</span>
FILM 005145627 - ELLIS COUNTY PART 1		11/7/2022		<span>+ Assign me</span>	
FILM 005145627 - ELLIS COUNTY PART 2		11/7/2022		<span>+ Assian me</span>	

The work package is unlocked and is available for others to continue work on. When you are ready to index again, you can choose the same work package if it is available or choose any other work package that is listed on the My Projects dashboard.

## Stop Indexing and Keep the Work Package and Data

The data you enter is saved when you submit a record. To keep the work package assigned to you so you can come back later, click **Return to work packages list**, then click **Sign out**. When you sign in again, go to My Projects page and you'll see the work package assigned to you. Click **Open**. The work package will open with the next record to be indexed displayed.

**Important:** A work package will remain assigned to you for 1 week. At the end of a week, it will be unassigned from you to make it available for others to work on. The data you have entered will be saved.

**Get started:** [Register for an FSTS account](#).

## Contacts

- Jean Bavender, [Jean.Bavender@familysearch.org](mailto:Jean.Bavender@familysearch.org)